



**Department of Public Safety: Office of the Commissioner**

**Title:** Public Safety Intern – Commissioner’s Office

**Department:** Public Safety

**Salary Range:** This internship is non-paid

**Hours:** 4-8 hours per week, Monday-Friday. Open during fall, spring, and summer semesters.

**Objective:** Upperclassmen undergraduate or graduate student with an interest in public, safety, policy and constituent services will serve under the direction of the Public Safety Commissioner and other senior Department of Public Safety staff.

**Duties:**

- Review, research and draft ordinances pertaining to public safety
- Attend special public safety committee meetings
- Manage special projects and assist staff as assigned

**Requirements:**

- Strong writing and research skills
- Computer proficiency: MS Office, internet

**Application Instructions:**

Please send resume, cover letter indicating hours of availability and a writing sample to Commissioner Clay Mason: [cmason2@lexingtonky.gov](mailto:cmason2@lexingtonky.gov)